

**ITEM # 1** The Chairman, David Cloyd, called the meeting to order at 7:30 P.M., on Thursday October 17, 2002.

**ITEM # 2<sup>3/4</sup> ROLL CALL**      **PRESENT:** JoAnne Allen  
David Cloyd  
Lynne Gregory  
Audre Zembrzuski  
Steve Zhang, Student Representative  
**STAFF:** Brian Stoutenburg, Library Director

Motioned by Gregory  
Supported by Allen

MOVED, TO EXCUSE NANCY WHEELER CARRIED.

Yeas:            4 — Ayes. Allen, Cloyd, Gregory, Zembrzuski

**ITEM # 3 APPROVAL OF MINUTES OF MEETING OF SEPTEMBER 12, 2002**

Motioned by Zembrzuski  
Supported by Allen

MOVED, TO APPROVE THE MINUTES OF THE MEETING OF SEPTEMBER 12, 2002 AS WRITTEN.

Yeas:            4 — Ayes. Allen, Cloyd, Gregory, Zembrzuski

**ITEM # 4 APPROVAL OF AGENDA WITH ADDITION OF D1. SLC REPORT**

Motioned by Zembrzuski  
Supported by Allen

Yeas:            4 — Ayes. Allen, Cloyd, Gregory, Zembrzuski

MOVED, TO APPROVE AGENDA CARRIED.

**ITEM #5<sup>3/4</sup> POSTPONED ITEMS<sup>3/4</sup> None.**

**ITEM #6 REGULAR BUSINESS**

**Technical Services Department Tour**

Barbara Rutkowski, who coordinates the Technical Services Area gave an overview of responsibilities and then a tour of the department.

## **ITEM #7 <sup>3</sup>/<sub>4</sub> REPORT AND COMMUNICATIONS**

### **Board Member comments.**

Cloyd mentioned reading a newspaper article about the café's new management. He also mentioned that the computers were running very slowly this evening. Zembrzuski said that she had compliments on the Breyer Horse display.

### **Friends of the Library**

Allen reported that Manpower and the Friends had teamed up to solicit donations for books for Youth Services. The Friend's President was meeting with Chrysler to see if they would participate. On October 27<sup>th</sup>, the Friends will be holding a special book sale to try to reduce their inventory and raise funds for the Library. An effort is being made to increase membership, and information may be included in the Spring's water bill mailing.

### **SLC Report.**

Gregory reported that changes in the Standards and Procedures Policy had been made in regards to timing of overdue notices. The Lost Materials Policy was updated as to how member libraries would handle collected funds. The Personnel Policy was updated in regards to vacation leave. A Warren Patron wanted SLC to provide her with homebound services, a service that they do not provide. A new SIRSI release was downloaded.

**Monthly Reports (August).** Circulation for the month of September compared with the same time period a year ago showed an increase of 17.5%. There was an increase in Patron visits by 17.9%. Program attendance was up 42.2 %. The number of library programs offered was up 25.4%.

### **Staff Changes.**

New: Darlene Thurston, Library Assistant

**Gifts.** None.

**Informational Items.** October TPL Calendar, MLA Michigan Libraries (September/October), Oakland County Library Board Minutes (July 24, 2002).

**Contacts and Correspondence.** 26 written comments from the public were noted.

**Public Participation.** There was no public participation.

The Library Advisory Board meeting adjourned at 8:35 P.M.

Respectively submitted,

Brian Stoutenburg  
Library Director